

ATTACHMENT C

The Consultant agrees to:

1. The Consultant will manage the inquiry process in Region 1, 2, 6, and 7 (See Attachment B Region Map) which will consist of 30 hours per week and ensure the families have completed this process prior to attending the PRIDE classes. The Consultant will provide a phone number for prospective families to call, receive phone calls, and enter information and narratives regarding families in FACIS (Family and Child Information System).
 - A. The Consultant will work with the State to manage the inquiry list and provide ongoing contact with prospective foster parents.
 - B. The Consultant will assure the process of tracking and monitoring inquiries is consistent in all regions served.
 - C. The Consultant will work with the Recruitment, Development Retention Workgroups in Regions 1 and 6 to improve services provided to prospective foster parents.
2. Preparation for Foster PRIDE/Adopt PRIDE includes planning for the provision of the 30-hour pre-service training program designed for prospective foster and adoptive parents.
 - A. The Consultant will have certified PRIDE trainers available to conduct the training.
 - B. The Consultant will have the ability to utilize PRIDE online when necessary to increase availability of training to perspective foster parents.
 - C. The Consultant will administer PRIDE Training for all prospective foster and adoptive parent applicants to meet the requirements for licensure for foster care and approval for adoption.
 - D. Each pre-service training program must consist of thirty (30) hours of training and must follow the PRIDE curriculum. The training will include 10 sessions to include 27 hours of PRIDE curriculum and 3 hours of introduction or overview to State policy and procedure. The Consultant will work with the State to develop the topics covered in the three hours of session 10.
 - E. The Consultant will administer a total of twenty two (22) PRIDE pre-service trainings within Child Protection Services' Regions.
 - Region 1 - five (5) Minimum class size of 8 families.
 - Region 2 - one (1) Minimum class size of 5 families.
 - Region 5 - six (6) Minimum class size of 6.

- Region 6 - six (6) Minimum class size of 8 families.
 - Region 7 - four (4) Minimum class size of 6.
- F. The Consultant will work with the State to develop a list of class participants at least 30 days prior to the start of the next PRIDE class.
 - G. The Consultant will work with the State to conduct an initial home visit with prospective foster/adoptive parents being considered for PRIDE.
 - H. The Consultant will meet with the State to select PRIDE participants for the upcoming PRIDE class and develop a list of alternate families. Participants will be selected for PRIDE by their ability to meet the current need of the region they are serving such as families willing to care for sibling groups, teens, children with medically complex issues and children from different cultures or other needs as identified.
 - I. The Consultant will notify participants at least two weeks prior to the start date of PRIDE regarding their acceptance in the PRIDE class.
 - J. The Consultant will notify Participants who are not selected to attend the upcoming PRIDE class to explain the reasons and develop a plan to maintain contact with them regarding upcoming classes.
 - K. The Consultant must provide a list of PRIDE participants one week prior to the upcoming PRIDE class.
 - L. If the Consultant is unable to meet the minimum class size, the number can be supplemented with one on one PRIDE with the use of PRIDE Online, a home study update for a family who has already completed PRIDE, or a prospective foster family from another region.
 - M. The State may adjust the class sizes by region based on the demand for training in each region.
3. Mutual assessment is a series of meetings, called in-home family consultations, conducted with prospective foster and adoptive families. The meetings are designed to help the families assess their strengths and needs for support in relation to the five competency categories. (Protecting and nurturing children, Meeting children's developmental needs and addressing developmental delays, Supporting relationships between children and their families, Connecting children to safe, nurturing relationships to last a lifetime, Working as a member of a professional team)
 - A. The subject matter of the meetings relate directly to the content of the pre-service training sessions. The Consultant will use assessment tools, referred to as "PRIDE Connections," to help

consider the family's past and current functioning, which relate to the competency categories.

- B. The Consultant will complete the Initial Home Study on applicants for licensure/approval who successfully complete the training and assessment process using the Initial Home Study documents provided by the State. The Consultant will assist State in making a recommendation regarding licensure and/or adoption approval.
 - C. The Consultant will administer a total of one hundred and thirty-one (131) Initial Home Studies within Child Protection Service Regions.
 - Region 1 – thirty five (35) per year, Minimum of 7 home studies per class.
 - Region 2 - four (4) per year, Minimum of 4 home studies per class.
 - Region 5 – thirty (30) per year, Minimum of 5 home studies per class.
 - Region 6 - forty two (42), Minimum of 7 home studies per class.
 - Region 7 – twenty (20) per year, minimum of 5 per class.
 - D. If the Consultant is unable to meet the initial home study requirement, the number can be supplemented with one on one PRIDE, a home study update for a family who has already completed PRIDE, or a home study for another region.
 - E. The State may adjust the number of Initial Home Studies by region based on the demand for training in each region.
 - F. The Consultant will work with the State to prioritize the completion of home studies based on the region's need and assessment of the family.
 - G. The Consultant will establish timeframes for the completion of foster home and/or adoption home studies which will ensure that all home studies are completed with 110 days from the signing of the application.
 - H. Applications will be signed during the third class, which will allow approximately 50 days after classes have ended to complete the home study. Reasons for extending this time frame will be reviewed and approved by the State.
- 4. The Consultant will continue to work with the State in revising and reviewing the protocol when needed for sharing information, materials, and completed paperwork on each applicant throughout the PRIDE process.
 - 5. The Consultant will keep confidential information pertaining to applicants who are undergoing home studies. Applicant names and information should only be used during case consultations with

Supervisors and Child Protection Services and when required by administrative activities. Information may not be share with others outside of this Contract without permission from the State.

6. Monitoring and Evaluation

- A. The Consultant will provide weekly updates to the State for home studies that have exceeded 110 days from the signing of the application.
- B. The Consultant will work with the Child Protection Services to provide on-going training on assessing prospective families and writing home studies.
- C. The Consultant will provide oversight for staff that achieves consistency of services for all regions served.

7. Reporting Requirements

- A. The Consultant will establish class dates for the fiscal year for each region in conjunction with the State. Any changes of class dates will be approved by Child Protection Services.
- B. The Consultant will meet with each region served monthly and provide a written update regarding inquires, upcoming classes, class participants, and pending home studies.
- C. The Consultant will submit a “Quarterly Report” (by September 10, 2016, December 10, 2016, March 10, 2017, and June 10, 2017) and “End of the Year Report” (by no later than June 30, 2017) to State Office with the following information: Number of PRIDE training sessions to include dates and location of sessions during the last quarter and for the entire year;
 - a. Number of participants enrolled by session and location;
 - b. Number of participants who complete each session by session and location;
 - c. Number of completed home studies by family name and type of resource;
 - d. Outcome for each PRIDE referral to include; No response from applicant; Applicant chose not to complete process and reason(s) why; Applicant didn’t meet requirements and reason(s) why; Applicant successfully completed process.
 - e. Number of days to complete Initial Home Study;
 - f. Evaluation feedback on the quality of training;